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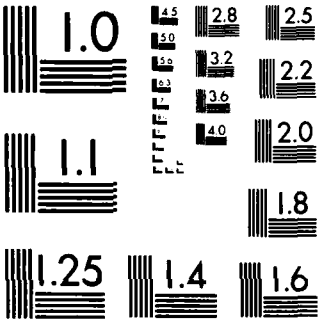

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U.S. AIR FORCE

VISIBILITY AND MANAGEMENT OF OPERATING AND SUPPORT COSTS (VAMOSC) PROGRAM

TRAINING PLAN

March 1984

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Prepared for
HEADQUARTERS AIR FORCE LOGISTICS COMMAND
MML (VAMOSC)
WRIGHT-PATTERSON AIR FORCE BASE, OHIO 45433

under contract F41608-82-D-A012,

by

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ADMINISTRATIVE

TITLE:

This document is the Air Force (AF) Visibility and Management of Operating and Support Costs (VAMOSC) Program Training Plan.

OFFICE OF PRIMARY RESPONSIBILITY:

The VAMOSC Program Office, HQ AFLC/MML(VAMOSC) is the office responsible for the Air Force VAMOSC Program.

CLASSIFICATION:

This training plan is UNCLASSIFIED.

CHANGES:

This training plan will be updated annually as the system matures.

DEPARTMENT OF THE AIR FORCE
Headquarters Air Force Logistics Command
Wright-Patterson AFB, Ohio 45433

VAMOSC PROGRAM
TRAINING PLAN
March 1984

CONTENTS

Page

Administrative.....i

Narrative.....1

Introduction.....1
Purpose.....1
Scope.....1
Implementation.....1
Technical Program Data.....1
Appendix 1: Acronyms.....1-1
Appendix 2: References.....2-1

Annex A. Responsibilities.....A-1

Annex B. Concept of Training.....B-1

Annex C. Personnel.....C-1

Annex D. Training.....D-1

Annex E. Requirements.....E-1

Annex F. Milestone Chart.....F-1

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NARRATIVE

A. INTRODUCTION

This Training Plan provides the concepts and planned actions to be followed by the Air Force VAMOSC Program Office to train the VAMOSC user community in employing the data provided by the VAMOSC Program in their job functions.

The plan has been written according to the general format specified in ATC Regulation 52-5, Technical Training, Training Plans.

B. PURPOSE

The purpose of this training plan is to identify the actions required to develop and implement training for the VAMOSC Program. It identifies the personnel and resources required to support the training, the responsibilities of the offices involved in implementing the training and the personnel to be trained.

C. SCOPE

This training plan includes the initial and follow-on training required by personnel experienced in their job functions who will incorporate VAMOSC data in their work. It also provides training for key personnel who have a need to understand the VAMOSC Program but who are not directly involved with it in their day-to-day operations.

Initial training will address the present configuration of the VAMOSC Program. It will not incorporate the planned changes for the data base. As these changes and improvements are made to the Program, training will be updated by the VAMOSC Program Office.

D. IMPLEMENTATION

The Air Force VAMOSC Program Office will budget the necessary funds and provide the manpower to develop and conduct the initial training. Required contractor services will be acquired by this office through existing procurement procedures.

E. TECHNICAL PROGRAM DATA

The AF VAMOSC Program is being developed under the direction of the Department of Defense (DoD). Its objective is to establish and maintain for a minimum of ten years, a data base of operating and support (O&S) costs on existing weapon systems in the Air Force inventory for historical reference.

The VAMOSC Program consists of three cost collecting data systems structured to meet the requirements of the Cost Analysis Improvement Group (CAIG) guidelines. They are:

1) the Weapons System Support Cost (WSSC) data system - relegates O&S costs to approximately 150 aircraft at the Mission Design Series (MDS) level;

2) the Communications-Electronics (C-E) data system - relegates O&S costs on 1500 end items of ground based communications/electronics systems at the Type Model Series (TMS) level;

3) the Component-Support Cost System (CSCS) data system - provides O&S costs on aircraft components at the National Stock Number/five digit Work Unit Code (NSN/WUC) level.

The data retained in the data base are intended for use by acquisition, budget, logistics and cost personnel within the Air Force and the government contracting community.

The WSSC and C-E data systems provide O&S costs to the user community on an annual basis. The CSCS data system report is distributed quarterly. In addition, the user may request a specific report.

These data are used to:

- o develop cost estimating relationships (CERs)
- o support engineering change proposals (ECPs) and design-to-cost studies
- o prepare weapon system comparative analyses
- o develop O&S cost estimates for the Defense System Acquisition Review Council (DSARC) reviews
- o aid in developing the Five Year Defense Program (FYDP)
- o predict the life-cycle costs of weapon systems
- o support resource and maintenance planning and programming
- o aid in evaluating contractor warranty requirements

APPENDIX 1

ACRONYMS

AF	Air Force
AFAFC	Air Force Accounting and Finance Center
AFASC	Air Force Air Systems Command
AFCC	Air Force Communications Command
AFLC	Air Force Logistics Command
AFSC	Air Force Systems Command
ALC	Air Logistics Center
CAIG	Cost Analysis Improvement Group
CBT	Computer-Based Training
C-E	Communications-Electronics
CSCS	Component Support Cost System
DoD	Department of Defense
ESC	Electronics Systems Command
HQ AFLC	Headquarters Air Force Logistics Command
MML	Material Management Logistics
NSN	National Stock Number
O&S	Operating and Support
OPR	Office of Primary Responsibility
OSD	Office of the Secretary of Defense
TBD	To be determined
VAMOSC	Visibility and Management of Operating and Support Costs
WSSC	Weapon System Support Costs
WUC	Work Unit Code

APPENDIX 2

REFERENCES

1. AF Regulation 400-31, Vol. I, Visibility and Management of Operating and Support Cost Program Policy and Procedures, 30 Sept. 1982.

2. AF Regulation 400-31, Vol. II, Visibility and Management of Operating and Support Cost Program Weapon Systems Support Costs (WSSC), 24 August 1982.

3. AF Regulation 400-31, Vol. III, Visibility and Management of Operating and Support Cost Program Ground Communications-Electronics (C-E), 12 August 1982.

4. AF Regulation 400-31, Vol. IV, Visibility and Management of Operating and Support Cost Program Component Support Cost System (CSCS), 6 August 1982.

5. AF Regulation 173-13, USAF Cost and Planning Factors, 1 Feb. 1983.

6. Aircraft Operating and Support Cost Development Guide, 15 Aug. 1980, (AKA CAIG, Cost Analysis Improvement Group, Guide).

7. Operating and Support Cost Estimating, A Primer, T. May, May 1982.

8. ATC Regulation 52-5, Technical Training, Training Plans, Oct. 1978.

ANNEX A

RESPONSIBILITIES

1. Department of Defense, Office of Secretary of Defense:

   a. Provide VAMOSC Program policy guidance

   b. Promulgate VAMOSC Program documents and directives

2. HQ AFLC/MML(VAMOSC):

   a. Prepare the AF VAMOSC Training Plan

   b. Negotiate and award contract for training program development and ensure contractor compliance with established requirements

   c. Manage training program development

   d. Budget for necessary training program development and implementation efforts, including travel funds

   e. Direct and manage the training program implementation

   f. Provide qualified trainers to conduct the training program

   g. Plan and budget for necessary follow-on training and training program updating

   h. Evaluate the training program

   i. Revise the training plan annually

   j. Plan and direct an annual Users' Conference

3. VAMOSC Program Users:

   a. Schedule personnel to attend training

   b. Provide training program evaluation feedback to VAMOSC Program Office on the training received

ANNEX B

CONCEPT OF TRAINING

A. Initial Training

Initial training for the VAMOSC Program will provide for the development of all audiovisual materials, curriculum, and training guides. Implementation, coordination and evaluation of the training program will be the responsibility of the VAMOSC Program Office. The Program Office may elect to employ contractor support for the development/implementation/evaluation efforts.

Training will be developed for three levels of users: 1) Executive level, 2) Middle Management level, and 3) Technical Support Staff level. Executive level and Middle Management level training will be conducted at Headquarters, Air Force Logistics Command (HQ AFLC), Wright-Patterson AFB, Ohio, or at a site mutually agreed upon by the users and the Program Office. All Technical Support Staff level training will be given on-site at the users' plant (in a government facility). The initial training will be completed by the end of fiscal year 1986.

The initial training program will be updated periodically as changes occur until the VAMOSC data systems are mature.

B. Follow-on Training

Follow-on Training will commence in the first quarter of 1986. It will be directed specifically to the Technical Support Staff level but will also be available to Middle Management. It will consist of a series of computer-based training (CBT) modules designed to address generic job functions. All CBT training will be developed by the VAMOSC Program Office on a Zenith 100 microcomputer. As changes and improvements are made to the VAMOSC Program, modifications will be made to the existing modules or new modules will be developed.

ANNEX D

TRAINING

Initial training for the AF VAMOSC Program will commence during the last quarter of fiscal year 1985. It will be completed by the last quarter of fiscal year 1986.

The proposed training for each level of personnel is detailed below.

A. Executive Level Training

Personnel to be trained at this level are staff members of the Office of the Secretary of Defense, Congressional Budget Office staff members, and the Air Staff. Training materials will consist of a VAMOSC Orientation videotape with a printed Executive Summary. Training will be presented by a trainer from the AF VAMOSC Program Office in a four hour time frame. The number of times this training is to be presented is to be determined.

B. Middle Management Level Training

Training at the middle management level will address the Directorates and Division Supervisors within the commands and the Air Force Accounting and Finance Center (AFAFC) (Figure C-1). It will consist of a series of four videotapes explaining in detail the VAMOSC Program. A discussion session will follow each videotape presentation. The VAMOSC Guidebook will be used to supplement the training. The videotape modules will consist of the Executive Level Orientation videotape plus a training videotape on each VAMOSC data system: WSSC, CSCS, and C-E.

Each training session will be conducted by a trainer selected by the VAMOSC Program Office and will be given over a two day period. It will initially be conducted quarterly for two years at centrally located government facilities. Thereafter, as new personnel are assigned to Middle Management level positions, arrangements will be made with the Program Office for those personnel to receive training at the VAMOSC Program Office, HQ AFLC, Wright-Patterson AFB, Ohio.

C. Technical Support Staff Level Training

Training for technical support staff will be targeted to personnel in the Branches and Sections of the Major Commands and the Air Force Accounting and Finance Center. It will consist of the Middle Management level videotape training series, and in-depth discussion/workshop sessions on each data system. The VAMOSC Guidebooks will be used to supplement the training. The training will be conducted by a trainer selected by the VAMOSC Program Office and will be held at the users' geographical locations using government facilities. Each training session will be given over a three day period.

ANNEX C

PERSONNEL

Personnel from the offices listed in Figure C-1 will be trained on the VAMOSC Program. The number of personnel to be trained from each office is to be determined. When this decision has been made, the training plan will be updated to include this information.

FIGURE C-1

Executive Level	Middle Management Level	Technical Support Staff Level
Office of Secretary of Defense Staff Congressional Budget Office Staff Air Staff	*Directorates and Division Supervisors within: AFLC ALCs AFSC Product Divisions AFCC ESC AFAFC	Branch and Section personnel within the Divisions and Groups

*Specific Directorates within commands to be decided.

FIGURE D-1

INITIAL TRAINING

Personnel	Location	Presentation Method	Purpose of Training	Date Begin (FY)	Length of Training	Number of Personnel to be Trained
1. Executive Level						
OSD Staff	Washington, DC	Videotape; discussion	Explain the rationale for development of a tri-service VAMOSC Program, the purpose for maintaining the data base, and the intended use of the data.	85	1 day	TBD
Congressional Budget Office Staff	Washington, DC	Videotape; discussion		85	1 day	TBD
Air Staff	Washington, DC	Videotape; discussion		85	1 day	TBD
2. Middle Management Level						
AFLC* ALCs	WPAFB, Ohio Government Facilities TBD	Videotape; Lecture/ discussion	1) Explain the purpose and objectives of the VAMOSC Program. 2) Give a complete overview of the data systems.	86	2 days	TBD
AFSC* Product Divisions	Andrews AFB, MD. Government Facilities TBD	Videotape; Lecture/ discussion		86	2 days	TBD
AFCC*	Scott AFB, Ill.	Videotape; Lecture/ discussion		86	2 days	TBD
ESC*	San Antonio, TX.	Videotape; Lecture/ discussion		86	2 days	TBD
AFAFC	Lowry AFB, Colo.	Videotape; Lecture/ discussion		86	2 days	TBD
3. Technical Support Staff Level						
Branch and Section personnel in the Divisions and Groups within the commands listed under Middle Management Level and at AFAFC.	Users' geographic location	Videotape; Lecture/ discussion	1) Explain the purpose, objectives, and structure of the VAMOSC Program. 2) Give a detailed explanation of the data systems. 3) Give working examples of uses of the VAMOSC data.	86	3 days	TBD

*Specific Directorates TBD

ANNEX E

REQUIREMENTS

1. Instructional Materials

The following materials will be developed to support initial VAMOSC training.

a. Administration Guide - document for use by the trainer which explains in detail the training that is to be delivered for each level of personnel, the materials that are to be used, the reference documentation, and any other information pertinent to the training program.

b. VAMOSC Guidebook - handbook for use by the trainee which explains in detail the VAMOSC Program and each data system--the data elements, the feeder systems, the products, and the method for obtaining special reports.

c. Executive Summary - document to be used as a supplement to the Orientation Videotape. It provides a synopsis of the main points covered in the videotape presentation.

2. Training Support Equipment

The following equipment is required to support both initial and follow-on VAMOSC training.

a. Videotape player and monitor/receiver - arrangements must be made with the office where the training will be conducted to have this equipment available for use when the training is scheduled.

b. Zenith 100 microcomputer (supporting hardware and software to be determined)--this equipment is required for follow-on computer-based training. It must be available at the users' plants by Fiscal Year 1986.

ANNEX F

VAMOSC TRAINING PROGRAM MILESTONE CHART

Action	Completion Date (Fiscal Year)			
	1984	1985	1986	1987
	J A S	O N D J F M A M J J A S	O N D J F M A M J J A S	
1. Develop and Produce Orientation Videotape	▼			
2. Develop and Produce Data System Videotapes (WSSC, CSCS, C-E)		▼		
3. Develop VAMOSC Guidebook		▼		
4. Develop Training Administration Guide		▼		
5. Write Executive Summary	▼			
6. Present Executive-Level Training		▼		
7. Conduct Middle Management-Level Training			▼	
8. Conduct Technical Support Staff-Level Training			▼	
9. Design and Develop CBT Modules			▽	▽
10. Evaluate Training			▽	▽

Legend:

▼ Schedule Completion ▽ Continuous Action

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VAMOSC
Training Plan

20. ABSTRACT (Continue on reverse side if necessary and identify by block number)

The purpose of this training plan is to identify the actions required to develop and implement training for the VAMOSC program. It identifies the personnel and resources required to support the training, the responsibilities of the offices involved in implementing the training and the personnel to be trained. This training plan includes the initial and follow-on training required by personnel experienced in their job functions who will incorporate VAMOSC data in their work. It also provides

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20. training for key personnel who have a need to understand the VAMOSC Program but who are not directly involved with it in their day-to-day operations.

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